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A BUSINESS COMMUNITY GUIDE TO CITY HALL

Eusem Business Branch

MAY 20 1982

Mayor's One Stop Business Service



Kevin H. White, Mayor, City of Boston





A Business Community Guide To City Hall

Prepared By
The Mayor's One-Stop
Business Service
George T. Nedder,
Executive Director

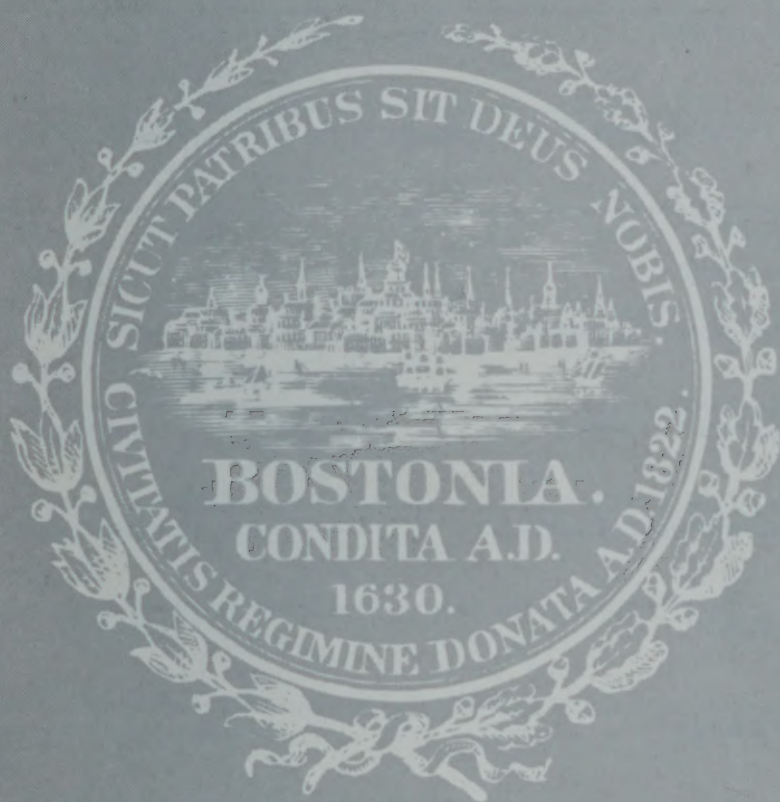
Kirstein Business Branch



MAY 20 1982

**Kevin H. White, Mayor
City of Boston**

*Dedicated To The Memory
of Peter Menconeri*



Designed and Lithographed by the
City of Boston Printing Section

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INTRODUCTION



CITY OF BOSTON
OFFICE OF THE MAYOR
CITY HALL, BOSTON

KEVIN H. WHITE
MAYOR

To the Members of the Business Community:

In the past decade, the number and scope of services that the City of Boston provides has expanded substantially. This expansion has resulted in the establishment of many new agencies and a broadening of the operations of existing city departments. Consequently, the Business Community may not be aware of all the functions performed by each city department and may not understand procedures to follow when it is necessary to utilize the services of the city. Often, this lack of familiarity with the operations of city agencies can result in unnecessary delays and inconveniences.

In an effort to assist the business community in dealing with the city, the Mayor's One-Stop Business Service has prepared this booklet for the business community and others whose operations might bring them into contact with the various city agencies and departments. The booklet is especially helpful when considering building or expansion in Boston with regard to facts and procedures which will be necessary to implement plans.

It is our hope that "The Business Community Guide to City Hall" will encourage all business-persons to make the proper use of the variety of services that the city provides while making contact with City government a more productive and pleasant experience.

Sincerely,

Kevin H. White
Mayor



CITY OF BOSTON
OFFICE OF THE MAYOR
"THE BUSINESSMAN'S OMBUDSMAN"
ONE-STOP BUSINESS SERVICE

KEVIN H. WHITE
MAYOR

GEORGE T. NEDDER
EXECUTIVE DIRECTOR

To the Members of the Business Community:

The problems encountered with running a city of any substantial size are immense.

Bureaucracies not only become unavoidable, but even necessary. As a result, city halls in our nation, have acquired a reputation for being bureaucratic mazes. To those forced to pass through the bureaucratic hurdles, shuffling from one office to another, city halls represent frustrating and cumbersome obstacle courses.

Although no one claims the system is perfect, it is the best we have. Such a reply, however, is no comfort to those who must eventually deal with the city bureaucracy.

Recognizing this fact, and in line with the administration's commitment to make city government more responsive, the Business Community Guide to City Hall has been developed to facilitate the relationship of business to the city.

By helping to make City Hall more accessible we will provide a useful tool in working toward solving the increasingly complex problems of the 80s.

Sincerely,

George T. Nedder

Air Pollution Control Commission (APCC)

617/725-4416

The APCC consists of five Commissioners: Commissioner of the City of Boston Traffic and Parking Department (ex officio) and Health and Hospitals Department (ex officio); and three members appointed by the Mayor.

The staff consists of an Executive Director, Senior Administrative Assistant, and several investigators.

The major function of the commission is the enforcement of the city's own air pollution and noise control regulations as well as the Commonwealth's. The staff relies heavily on receiving complaints from the citizens of Boston because of its limited staff. Common air pollution complaints of which the commission staff investigate are: visible smoke emissions from heating/incineration stacks; visible dust emissions from construction/demolition sites and abrasive blasting operations; objectionable odors from most sources; excessive idling of motor vehicles; any open burning. There may be no abrasive blasting or open burning in Boston unless a permit is applied for and issued by this commission. Common noise complaints which the commission staff investigate are: air conditioners; loud music; construction equipment; train yard activities; ventilation units; and others. Intra-building noise complaints should be directed to the Housing Court of Boston, 742-5822.

When a violation of the commission's regulation is observed, the owner/operator is so notified at the time of observation and in writing. If the same violations continue the commission has the authority and has exercised that authority to take violators to court for appropriate fines and/or injunctive relief.

In addition, the commission reviews, administers and enforces the city's parking freeze within Boston Proper. Any modification or construction of a new parking facility within the freeze area must be reviewed by this commission. For more detailed information concerning the parking freeze, air and noise problems, or other environmental questions, please call the commission staff.
182 Tremont Street, 6th floor

Assessing Department 617/725-4296/98

The Assessing Department assesses all real and personal property in the city. The city collects four types of taxes: Real Estate, Personal Property, Utilities, and Motor Vehicles. The major source of city revenue is from the real estate tax.

Taxes are based on land and on that portion of a building which is above ground as of January 1, including buildings which may have been destroyed after January 1, the tax is levied on that person who owns the property as of January 1.

Annually, tax bills are issued on or before October 1 with the first half payment due on November 1 and the second payment due on May 1. These payments fall within the City's fiscal year which is July 1 thru June 30.

Aggrieved taxpayers wishing to file abatement applications *must* file within 30 days of the mailing of the tax bill issued on *October 1*. Remember, you can not file upon receipt of the payment notice received in April.

All applications for abatements of real and/or personal property tax should be filed with the Assessing Department

An application for an abatement which is either disapproved or not acted upon can be appealed to the State Appellate Tax Board within six months from the date the application was filed with the Assessing Department.

An application for an abatement which is either disapproved or not acted upon can be appealed to the State Appellate Tax Board within six months from the date the application was filed with the Assessing Department. **City Hall, 3rd floor, Room 301**

Beacon Hill Architectural Commission 617/722-4300

The Beacon Hill Architectural Commission is primarily a “watchdog” commission. It was formed for the purpose of preserving the historical character of Beacon Hill district as represented in its architecture. The main function of the commission is to regulate and control all construction, reconstruction, and alteration to buildings and structures within the district in which exterior architectural features are involved. These exterior features include all portions of the structure which can be viewed from a public way including signs, lights, and other visible fixtures.

Applications for all building permits on Beacon Hill follow the standard procedures established by the Building Department. In addition the applications for Beacon Hill are reviewed to determine whether the building permit would create an external change. If the Building Department decides that the building permit will result in a change of the exterior, the application will be submitted to the Beacon Hill Architectural Commission for its approval. This approval is granted after a hearing providing that the proposed building will maintain the “Old Boston” design of the existing Beacon Hill structures. The Building Department’s inspectors report deviations from this architectural style to the commission and refusal to comply can result in legal action.

City Hall, 9th floor

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Board of Appeal

617/725-4775, 4776

The Board of Appeal is an adjunct of the Building Department. Any applicant for a permit from the Building Department whose application has been refused because it is not in accordance with the Building Code may appeal to the board within ninety days of the refusal. Applications which have been refused because they are in violation of the Zoning Code may be appealed to the board within forty-five days of refusal.

Access to the Board of Appeal is a public right, but it must be done on proper forms and within the above-stipulated period of time. Before one can file for an appeal, he must wait for a letter of refusal from the Building Commissioner. Once a letter of refusal is received, the affected party can go to the Building Department and fill out the appropriate forms (five copies) and pay the required fee. It usually takes sixty to ninety days after filing to have the case heard before the Appeals Board.

In addition to filing an appeal because of a violation of code, an appeal may be made to the board by a homeowner when the Building Department orders expenses to be incurred by the owner due to hazardous conditions. The appeal must be filed within thirty days of the order.

City Hall, 8th floor, Room 803

Board of Examiners

617/725-4777

The Board of Examiners is an adjunct of the Building Department. The purpose of the board is to insure safe buildings with high quality workmanship in Boston. The board administers examinations for men to supervise all types of building including construction, alteration, demolition, shoring and miscellaneous building.

In order to obtain a supervisor's license one must file a notarized application accompanied by three references with the board. Upon completion of these steps the applicant must set up an appointment to take the particular examination which is required for his purposes. The oral examination is based on the Boston Building Code which may be purchased from the Building Department. Examinations are conducted by the three-member board approximately once a week.

Upon completion of the forms and successful passage of the examination, the applicant is issued a license for one year. After the first year he must renew his license by personally appearing at the Board of Examiner's office. If a license is not renewed for five years after the expiration date, the licensee must take the examination again. There is an initial fee for the license and a penalty fee if the license is not renewed within thirty days of its expiration date.

City Hall, 8th floor, Room 804

The Boston Conservation Commission 617/725-4416

The Boston Conservation Commission consists of the Commissioner of Parks and Recreation, ex officio, and six commissioners who are appointed by the Mayor. Two of the slots are reserved for nomination by named environmental groups. The commission was established by the Mayor in 1970.

The primary responsibility of the commission is the administration of the Wetlands Protection Act (ch. 131 s. 40 of the Mass. General Laws) in Boston. This state law requires that any person who wishes to remove fill, dredge, or alter any inland or coastal wetland, flood plain, coastal bank or beach, or any land within roughly 100 feet

of these or land under the water, must have the project reviewed and approved by the local Conservation Commission before work can begin. Since Boston is largely developed, the majority of applications before the commission deal with building, wharf and seawall rehabilitation, surface regrading and drainage, sewage connections, and new seawall, rip rap, and other construction, including pile driving. A call to the commission can determine if your project requires a permit.

The permit addresses seven interests: public and private water supply, ground water, flood control, storm damage prevention, prevention of pollution, protection of land containing shellfish and protection of fisheries. A public hearing is required under the Wetlands Protection Act, and the entire process, from the date of completed and accepted application to the issuance of a permit, usually requires about forty-two days. The permit itself is normally a list of conditions which, if followed, prevent damage to the interests listed above.

Any interested person should consult a copy of the act itself and may call the Boston Conservation Commission for information and copies of forms.

The commission also works to conserve wild lands in the city with land management and acquisition programs to preserve noteworthy sites from development. And finally, the commission reviews reports describing various construction projects to assure that these are being carried out with a basic concern for the environment.

182 Tremont Street, 6th floor



**Boston
Consumers' Council**

617/725-3320

The City of Boston Consumers' Council, founded in 1968 by Mayor Kevin H. White, is responsible for a broad range of consumer protection activities, which include the conduct of studies, investigations, and research on matters affecting consumers' interest, the conduct of educational programs for the purpose of informing consumers, and the exertion of our efforts to insure full enforcement of consumer legislation. The council maintains a large staff of investigators to respond to the complaints of individual consumers, and, when necessary, to assist complainants in small claims litigation.

The Consumers' Council handles 30,000 consumer complaints per year. Investigators attempt to negotiate settlements between merchants and consumers. In addition, staff members conduct ongoing consumer information and advocacy programs.

Some of the projects the council has initiated are a seminar program on automobile ownership, investigation of complaints received concerning auto purchases and repairs, home insulation, energy conservation and many other areas of vital interest to Boston Consumers.

Also, the Consumers' Council presents a weekly, twenty-four-hour recording of consumer tips, best buys, and warnings — The Consumer Advisor, at 426-0660.

If you have a problem with a merchant, your landlord, or any other business, give us a call. Our trained investigators and paralegal mediators can answer your questions, or help you to get some action to settle your complaint — 9 AM to 5 PM, Monday through Friday, at 725-3320.

182 Tremont Street, 4th floor

Boston
Redevelopment Authority 617/722-4300

The Boston Redevelopment Authority (BRA) was created in 1957 at the request of Boston's Mayor and City Council in accordance with the Massachusetts General Law (chapter 121) providing for the establishment of redevelopment authorities when requested by city governments. From 1949 to 1957, urban renewal activities were carried on by the Boston Housing Authority. In 1960, the City Planning Commission was abolished and BRA assumed its functions and responsibilities. The BRA operates with funds derived from the federal government, the Commonwealth of Massachusetts and the City of Boston.

Funds for renewal projects may be secured on all three governmental levels. At the federal level, the Housing Act of 1949, as amended, provides loans and grants for urban renewal projects, community renewal programming, urban beautification, historic preservation, neighborhood development projects, and neighborhood facilities projects.

To initiate a renewal project, the BRA first surveys an area that has already been designated by the City Council as blighted or deteriorated and draws up plans for redevelopment. This planning is financed by the Department of Housing and Urban Development (HUD) which administers urban renewal funds.

When the plans are completed, public hearing must be held to inform the community and to win the approval of the Mayor and the City Council. The State Department of Community Affairs and HUD's Renewal Assistance Administration must approve the plans before funds to carry out the project will be made available.

The BRA is responsible for acquiring property for redevelopment or rehabilitation — either through negotiation or eminent domain. Acquisition may start

before the project's urban renewal plan has been approved using an Early Land Acquisition Loan from HUD. The BRA provides relocation assistance to families and businesses displaced by urban renewal using HUD grants designated for relocation. Demolition and site preparation on development parcels are undertaken by the BRA and begin after land acquisition and relocation have been completed.

The BRA solicits public and private redevelopers for projects in the renewal areas. While acquisition and site preparation are being carried out, the authority works with the selected developers on their redevelopment proposals for individual disposition parcels. The BRA staff reviews proposals to ensure their conformance with the area's urban renewal plan and with the specific requirements for development of the parcel. In the case of residential development, the redeveloper is also given assistance in meeting the Federal Housing Administration's requirements for financing eligibility. After all necessary approvals have been received, the BRA sells the land parcels to the redevelopers who then carry out the planned construction or rehabilitation.

In recent years, the BRA's role as city planning agency has increased considerably. The BRA is in the process of drawing up a new master plan to replace the 1965 General Plan for the City of Boston; is soon to issue urban design guidelines for the city; and has also recommended new sign control standards.

Through its district planning program, the BRA provides a professional planner to each of the fourteen districts throughout the city. The planner works with neighborhood groups and provides technical assistance in helping the residents formulate plans and projects for the district. The planner also coordinates these plans with the citywide development strategy.

In connection with its planning function, the BRA conducts an ambitious research program. The Research Department publishes numerous studies as part of the planning effort carried on by the agency. These studies are usually available to the public and are extremely useful to members of the business community.

Within the BRA there are nine major departments: Planning, Urban Design; Traffic Planning; Engineering; Research; Residential Development; Non-Residential Development; Family Relocation and Business Relocation.
City Hall, 9th floor

Boston Rent Board

617/725-3930

The Boston Rent Board is comprised of five members — a tenant, a landlord, and three public interest members. The Board has jurisdiction of all rental housing in the city except: one- and two-family dwelling units; three-family owner-occupied dwelling units; publicly owned, operated or financed housing; housing accommodations constructed, converted from nonhousing to housing use or substantially rehabilitated after December 1, 1968; cooperatives; hotels; motels; inns; and rooming houses occupied in a majority by transient guests. Another jurisdictional limitation is vacancy decontrol which, after prior approval of the Board, removes from rent control units which were voluntarily vacated on or after January 1, 1976.

The Rent Board controls maximum rents and permits rent increases by requiring the landlord to file a petition as part of a formal hearing procedure. The rent is set after the Board considers the income and expenses of the building, including the actual tax increase, and any capital improvements. The condition of the building is also considered in setting the rent.

Where code violations exist, the Board has the power to reduce rents until such violations have been corrected. This may be done upon petition by the tenant or by Board-initiated action.

Eviction of tenants in Boston is under the control of the Rent Board. In units subject to the rent control ordinance, a landlord must obtain a Certificate of Eviction from the Board before starting the usual summary process proceedings in court.

The Board is responsible for implementing the condominium ordinance, requiring that a one- or two-year notice be given by the landlord to tenants of rent controlled or vacancy decontrolled housing before an eviction can be commenced for condominium conversion.

147 Milk Street, 6th floor

Building Department

617/725-4700

The Building Department is responsible for the safety of all buildings and building construction in the city. The protection of the property owner and the general public is the basis for functions and procedures of the department. It administers and enforces the Building Code and issues permits and licenses to comply with the code.

Application for all types of building must be filed with the department. This includes application for work of a minor non-structural nature as well as major construction or alteration. The department issues individual permits for new construction; alterations, additions, or changes of occupancy; amendments; use of the premise; foundation and excavation; and demolition. The Building Department consists of four major divisions: Inspection, Zoning, Plan Examination, and Enforcement or Legal.

The Inspection Division conducts the inspection of on-site materials and workmanship during construction, as well as examination of existing buildings for violations of the code. Sections within the Inspection Division include Construction and Safety, Egress, Electrical, Plumbing, Gasfitting and Elevator.

The Zoning Division examines building plans to determine if proposed uses of the land in the city are in

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compliance with the Zoning Code.

Plan Examination is responsible for the review of the entire plan for building. This division must be sure that the building plan conforms to all Building Law requirements. Plan examination gives approval of plans or notification of necessary changes to be made in the plans before approval is granted.

Enforcement or Legal is the division which handles violations of, or refusals to comply with, the Building Code.

Assistance from the Building Department staff is available for persons proposing to purchase property for development or existing buildings within the city. A copy of the Building Code may also be purchased from this department.

City Hall, 8th floor, Room 807

Bureau of Milk and Licenses (H&H)

617/722-4568

The Bureau of Milk and Licenses of the Health and Hospitals Department is responsible for the sanitation of the drinking water and the milk and dairy products in Boston. Inspectors from the Bureau conduct tests on the above-mentioned upon complaint as well as random sampling. The bureau also issues licenses for: shipping, selling, distributing, dispensing and pasteurizing of milk and dairy products; peddling of fruits, vegetables, and raw fish; undertakers; health spas or clubs; private garbage dealers and dumps; manufacture of non-alcoholic beverages and wood alcohol; trailer parks; manufacture of prepared or chopped meats; as well as a variety of minor licenses.

174 North Street

City Clerk

617/725-4602

The City Clerk Department has the care and custody of the records of the City Council and of all city records, documents, maps, etc., concerning the care and custody of which no other provision is made. The City Clerk's Office also records and files various legal documents as provided by statute and ordinance. The City Clerk and Assistant City Clerk are Clerk and Assistant Clerk of the City Council. **City Hall, 6th floor, Room 601**

City Council

617/725-3040

The Boston City Council is comprised of nine members elected at-large, all of whom serve their two-year terms concurrently. The President is a Council member elected for a one-year period to act as chairman of all Council meetings and as Mayor in absence of the presently elected Mayor.

The authority of the City Council includes the power to review the annual city budget; to make reductions in the fiscal proposal, but not increase allocations; to approve all federal grants and loans for projects which the city shares the cost; to vote on several mayoral appointments; and to authorize loans and land sales.

The Council is organized into a system of committees which may investigate city problems. The City Council can issue ordinances (changes of law) which are subject to the Mayor's approval. Resolutions which do not involve changes in law and do not require approval of the Mayor may be issued by the Council. The third type of legislation which the Council can issue is an order, submitted by a Councillor at a public meeting, which requests information of the Mayor or city department heads.

City Hall, 5th floor

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Committee on Licenses

617/725-4600

The Committee on Licenses in the Building Department receives petitions for licenses in three categories: garages housing more than two cars; the storage, manufacture and sale of gases and flammables; and used car businesses.

The committee has concurrent jurisdiction with the Fire Department in approving petitions for garages and for the use of gases and flammables. The Police Department must pass approval on used car petitions before the committee can issue a license. When petitions are received by the committee the abutters to the proposed site are notified. A hearing is conducted to listen to protests against the issuance of a license should there be any. Following this procedure the Committee on Licenses accepts or rejects a petition.

City Hall, 6th floor, Room 601

Economic Development

and Industrial Corporation 617/725-3342

The Economic Development and Industrial Corporation conducts basic economic research and offers services designed to promote the economic and industrial development of Boston. Funded by the city and by the Economic Development Administration, U.S. Department of Commerce, EDIC provides for local businessmen an advocate and counsel in City Hall. The Economic Development and Industrial Corporation intercedes on behalf of businesses in transportation, redevelopment, and assessment-related departments.

The Real Estate Listing Service has the most complete and up-to-date data on what is available on commercial and industrial real estate. Retention and recruitment of businesses with desirable employment opportunities are

included in EDIC's main functions. In addition, counseling on newly established businesses and on labor recruitment is available.

18 Tremont Street, 3rd floor, Suite 300

Employment & Economic Policy Administration **617/725-3500**

The Employment and Economic Policy Administration was organized by the Mayor of Boston in 1977 as the department of the City of Boston responsible for expanding the job opportunities of Boston residents from all the cities neighborhoods.

In 1977, EEPA provided employment services to more than 21,000 economically disadvantaged Boston residents, utilizing over \$63 million in federal funds. These funds were provided by the U.S. Department of Labor, under CETA, the Comprehensive Employment and Training Act.

EEPA sponsors or operates a wide array of programs using these funds: skill training programs; pre-employment programs; public service employment programs; and career exploration programs.

The skill training programs prepare participants for new careers. In 1979, EEPA invested over \$11 million in providing this kind of training to more than 3,800 unemployed and under-employed residents. EEPA contracts with seventeen city and community agencies for classroom training and with over 200 businesses for subsidized on-the-job training. Electronics, computer programming, health care, clerical and business careers, and the machine trades are principal areas in which classroom training is offered. The programs high job placement rate reflects both the choice of area in which the training is available and the quality of the agencies providing the training.

Pre-employment programs provide adult basic education to Boston residents who didn't complete high school and training in English ability.

Public Service Employment provides work experience to unemployed Bostonians while enhancing services to the community. The program provides temporary jobs in government and non-profit agencies to city residents who have been unemployed for ten weeks or more. In 1972, EEPA used \$30 million in funds for this program to provide jobs for more than 5,500 unemployed Bostonians. To assist participants in making the transition to unsubsidized employment, EEPA is placing increasing emphasis on training, career counseling, and job search help in this program.

The career exploration programs for youth provide jobs and counseling to young people, fourteen to twenty-one. During 1979, over 12,000 Boston youths received assistance through EEPA. Nearly \$22 million was invested in the city's future through youth programs. Project YES, a national pilot program, provides jobs to eligible youths, sixteen to nineteen, as an incentive to them to stay in school or return. At any one time, about 3,500 young people are on the job in this program. Some work for private employers, with Project YES paying their wages. Project YES is not the only city-sponsored program providing jobs for youth. With funds provided by EEPA, ABCD operates a well-respected summer job program serving 4,000 - 6,000 youths and two year-round programs serving nearly 600 young people. EEPA also provides funds to the Boston School Department and to ten community-based agencies which offer jobs and career development programs for youth.

Building on the success of its existing programs, EEPA will continue its efforts in 1980 to expand employment opportunities for city residents by linking Boston's employment and training system to local development

efforts, improving the transition from school to training and work, and continuing to improve and expand the basic services EEPA offers.

15 Beacon Street, Boston, MA

Environmental Health Services (H&H) 617/722-4566

The Environmental Health Services section of the Health and Hospitals Department conducts all the inspectional work pertaining to health in the City of Boston. Routine inspections are carried out in all food and liquor establishments, retail food stores, and wholesale meat dealers in Boston to insure their compliance with state and local health and sanitary codes. A health report must be issued by this division before any of these establishments are granted licenses to operate. The Environmental Health Services conducts investigation of complaints regarding health conditions in all commercial properties, as well as nursing homes, day care agencies, and hospitals. All complaints involving lead poisoning or water pollution are investigated by this division. There are a number of miscellaneous types of inspectional work to be performed in addition to those cited. Non-compliance with the proper codes may result in prosecution by the division.

174 North Street, 3rd floor

Fire Department 617/442-8000

The Fire Department enforces the Fire Prevention Code, conducts investigations of fires and fire hazards, extinguishes fires and conducts rescue operations in the City of Boston.

In addition the Fire Department issues a number of permits for a variety of businesses and business operations. The following is a list of Fire Department permits: assembly, place of; auto wrecking yard; blasting; chemicals, for handling and storage; dry cleaning and dyeing plants; feed mill; combustible fibres, handling and storage; fires in open; flammable fluids; flour mill; fuel oil, storage; fumigation; fuel oil burner, installation; gasoline tank removal; grain elevator; habitation, hazardous operation or storage in or near place of; incinerator, commercial and domestic; junk yards; gas installation; lumberyard; magnesium processing; matches, storage and manufacture; nitrocellulose, storage; ovens, industrial baking or drying; plastics, manufacture or handle; pulverizing plant; radioactive material, handling and storage; sprinklers, starch mill; tire recapping plant; waste material handling plant; woodworking plant.

Office: 115 Southampton Street, Boston

Department of Health & Hospitals

617/424-5365

The Department of Health and Hospitals is comprised of four divisions: Boston City Hospital; Long Island Chronic Disease Hospital; Mattapan Chronic Disease Hospital; and Community Health Services.

Boston City Hospital (BCH) is an acute general hospital which provides service in general medicine, surgery, obstetrics, pediatrics, and orthopedics, in addition to many other special services. The Long Island and Mattapan Hospitals are used as extended care facilities for BCH and include an alcoholic rehabilitation center and drug clinic.

Under the supervision of Community Health Services is emergency and ambulance service; out-patient treatment

and clinics; follow-up care for BCH patients; neighborhood comprehensive health care centers, satellite clinics, and health units whose services include pre-natal care, maternal-infant care, pediatrics, T.B. control, immunizations, and drug clinics; pre-school vision testing; child guidance; dental care; public health nursing care; nutrition education; school health service; and environmental health services. (See section entitled "Environmental Health Services.")

The Department of Health and Hospitals acts in an advisory role to the city administration concerning community health planning. This department also certifies all nursing and rest homes before they may be licensed to operate in Boston. Day care centers are directly licensed by Health and Hospitals. Both day care and nursing home operators must obtain Building and Fire Department reports before certification and licensing.

Main Office: 818 Harrison Avenue

Housing

Inspection Department 725-4787/88/89

The Housing Inspection Department enforces all rules and regulations pertaining to safe and sanitary condition of housing in the City of Boston. Complaints concerning public or private housing are received by the department. (No inspections are made of commercial or industrial property.) Housing inspectors make investigations or environmental sanitation problems related to housing. Property owners are notified by the Housing Inspection Department if their housing is in violation of the State Sanitary Code or other governing laws.

The Rodent Control Program within the department exterminates rodents in exterior lands of the city (excluding rodent problems within buildings). The

program efforts are concentrated in the five areas of the city which have the most severe problems of this nature.

The Concentrated Code Enforcement Program, a federally funded program administered by the Housing Inspection Department, is a housing rehabilitation program in various communities in the city. In the Concentrated Code Enforcement Areas all the housing is automatically inspected and code violations reported to the owner. This program makes available to the property owner non-repayable grants and/or low-interest loans for the necessary repairs. In accordance with the mandatory compliance, the city supplements this housing rehabilitation program with the improvement of public facilities in the Code Enforcement communities.

City Hall, 8th floor, Room 809

Office of Human Rights

617/725-4410

The Mayor's Office of Human Rights seeks to encourage equal treatment for, and to prevent discrimination against, any racial, religious, or ethnic group or its members. The office is active in many diversified areas including employment, education, housing, police relations. Citizens of Boston may call the Office of Human Rights regarding discriminatory practices in any of these fields.

The Office of Human Rights Manpower Division seeks to obtain greater employment opportunity for minority persons. The OHR works with private industries to help place qualified minority persons in jobs. The present emphasis of the Manpower Division is to enlarge the Civil Service program by increasing the participation of minority workers in Civil Service. It is developing multifaceted programs for minority persons for training, education, tutoring, and counseling to enable them to fulfill Civil Service requirements.

The MOHR is also striving to help women realize their potential in Civil Service. Their abilities and knowledge have in many instances been underutilized.

City Hall, 4th floor, Room 401

Law Department

617/725-4034

The Law Department has general charge of the legal work of the city. It represents the City of Boston in court cases and gives legal advice to city officials and various municipal departments. Included in the the duties of the department are: work related to the transfer of property, legal work involved in tax title foreclosures, and preparation of contracts and bonds for the city. The Law Department prepares petitions for and drafts of legislation in which the city has an interest and represents the city before legislative committees and agencies of the state and federal government.

City Hall, 6th floor, Room 615

Licensing Board

617/725-4170

The Licensing Board for the City of Boston has the authority to grant permits for a wide range of licenses. The licenses are in two main categories: Miscellaneous Licenses and Liquor Licenses. The Miscellaneous Licenses include Automatic Amusement Devices; Billiard, Pool and Sippio tables, and Bowling Alleys; Common Victualler and Club Victualler's; Entertainment (weekdays only); Innholders; Lodging Houses (including Dormitories); Beano Licenses; Vendors of Soft Drinks. The board grants liquor licenses for Private and Commercial Clubs, Druggists, Retail Package Stores, Taverns, Innholders, and Common Victuallers (for six or seven days).

Applications for automatic amusement devices are necessary for establishments installing pinball machines, and other coin-operated games of skill permitted to be licensed by statute. The license fee is based on the number of machines to be licensed pro rated for the number of months in a license year remaining at the time of installation. The license application for billiards, pool, etc. requires notification be given to abutters of property to the proposed locus, and to other interested parties. Application must be advertised in a Boston newspaper, and a public hearing held, prior to the board granting or rejecting an application.

Common Victualler licenses (restaurants without liquor) and Club Victualler licenses (private clubs serving only food) are considered only after the Licensing Board receives a Police Report, Health Inspection approval, and a Building Certificate.

The Police Report gives the board information regarding any criminal record of the applicant. The Building Certificate is assurance that the proposed location is in compliance with the city's Building Code. The Department of Health and Hospitals issues certification that the health conditions meet the required standard. In addition to a basic minimum fee, the fee for these licenses is based on the seating capacity as set by the Building Department and stated on the building certificate issued to the applicant after inspection of the premises.

Entertainment licenses are issued for mechanical entertainment, or mechanical, electrical or "live" entertainment. The fee is determined by the form of application made and the type of entertainment approved. Entertainment, Automatic Amusement Device and Billiard, Pool, Bowling licenses, etc., for weekdays only are issued by the board. Sunday licenses must be applied for with the Licensing Division of the Mayor's Office.

Applicants for miscellaneous innholder, vendors of soft drinks, dormitory, and lodging house licenses must also obtain Building and Police Reports. There is a fixed fee for innholder and vendors of soft drinks, and a graded fee according to the number of rooms let for the dormitories and lodging houses.

All applications for liquor licenses must be accompanied by Police, Building and Health Reports. All managers and stockholders of the establishment must also file separate criminal record forms. Applicants, if incorporated, must submit to the board the charter of their corporation or the purposes of the corporation certified by its clerk. The owner or owners must submit with his application proof of citizenship to the board. In some cases (when required by law), the Licensing Board may request floor plans and cost estimates.

Applications for, and transfers of, liquor licenses must be advertised in the newspaper, and the abutters must be notified. In addition, notification must be given to any churches or schools within a radius of 500 feet of the proposed site; to the local police station, as well as to any person or group in the community requesting notification. The Licensing Board must then conduct a public hearing where all interested parties may testify. Annual fees are determined according to the type and classification of liquor establishment from a minimum for licenses for the sale of malt only to the maximum fee charged to the holders of Innholders (hotels) selling alcoholic beverages. The Alcoholic Beverages Control Commission must grant its approval before a license can be authorized and issued — with the exception of a Druggist Alcoholic Beverages license which is issued solely in the discretion of the local licensing authority.

City Hall, 2nd floor, Room 240

24

Licensing Division of the Mayor's Office

617/725-4165

The Licensing Division of the Mayor's Office is responsible for issuing entertainment and amusement licenses. The division grants the same entertainment licenses for Sundays which the Licensing Board grants on a six-day basis. These include licenses for coin-operated amusement machines, as well as mechanical and live entertainment for arcades, restaurants, clubs, etc. In addition, the Licensing Division grants permits for theatres, miscellaneous halls, carnivals, concerts, dancing schools, and any dances or functions where admission is charged.

City Hall, 2nd floor, Room 259

Minority Business Office

617/725-3145

Mayor Kevin H. White officially established the Minority Business Office on November 15, 1977, for the purpose of increasing the number of minority firms conducting business with the City of Boston.

In July, 1978, the Mayor signed an Executive Order, encouraging minority businesses enterprise which stated the following:

At least 10 percent of the value of all construction, goods and services procured by the city during each fiscal year will be obtained from Minority Business Enterprises.

This policy specifically includes all monies expended through the Capital Budget, Operating Budget and all federally funded projects and programs. Where federal regulations require a percentage greater than 10 percent, such higher percentages shall govern such programs.

All city departments will be required to expend a minimum of 10 percent of their total expenditures for the

fiscal year for construction, goods, professional services from Minority Business Enterprises either through contracts awarded by the line department or through Administrative Services acting on behalf of the line department.

Thirty percent of all construction work to be performed in impacted areas shall be awarded to Minority Business Enterprises.

The office has as its objectives the following:

- Making policy recommendations to the Mayor that would encourage the cooperation of city departments and interest of minority businessmen.
- To develop an outreach program that would match minority business enterprises with the needs of city departments.
- Provide technical assistance to the minority business by assisting them in learning the purchasing procedures of the city and making them aware of the bidding procedures, also to help facilitate the payment of invoices once the services have been satisfactorily completed.
- Monitoring city departments in minority participation compliance.

Also provide technical assistance to city departments by assuring both quality goods and services as well as maintaining delivery dates from minority businesses.

The Minority Business Office has established itself as an advocate for the minority business community through its increasing efforts to increase the minority participation in city contracts and recommendation, to the Mayor, of policies, which when implemented, would encourage minority business development.

Monitoring and evaluating the process of each city department in their efforts to accomplish the policies established by the Mayor and assisting, wherever corrective action is needed, is also a function of this office.

The office presently publishes a listing bi-monthly of minority business enterprises located within the State of Massachusetts. This listing is forwarded to all city departments and to general contractors that are required to conduct business with minority firms.

The office has a staff of nine and stands ready to serve the needs of the city and minority business community.

City Hall, Room 401

Neighborhood Business District Program

617/725-4430

The Neighborhood Business District Program was created by Mayor Kevin H. White in 1974 to address the basic problems of the neighborhood business areas, namely:

1. decline in the confidence and strength of the market
2. physical obsolescence
3. increasing crime

Since the inception of the Neighborhood Business District Program, the city has developed and begun implementation of a Business District Improvement Program which is geared toward comprehensively resolving the problems of the business community in those areas where there is need, a community desire for improvements, a potential for economic growth, and an active businessman's association by means of the following activities:

Business Specialist Program — The key elements in the Neighborhood Business District Program are the business specialists who work with the local merchants and businessmen's organizations. Their functions and responsibilities are to organize businessmen around common problems, to provide planning assistance in

conjunction with a broad range of potential improvement efforts and to oversee the delivery of improvement efforts in the business districts.

RE-STORE: The Storefront Improvement Program — RE-STORE was developed to assist in the revitalization of the local shopping areas by providing a direct incentive to individual businessmen who make improvements to the facades of their stores. By requiring at least 25 percent of the businesses within a designated area to participate and by encouraging that the architectural design of the storefront improvements be coordinated throughout each business area, RE-STORE is designed to have a maximum impact on the appearance of neighborhood commercial centers throughout Boston.

Business District Amenities and Capital Improvements — Each business district has different needs. Over the past years a considerable amount of money has been spent for off-street parking and street lighting. In the future, attention will still focus on these types of improvements, but will be expanded to include special design items such as benches, kiosks, trees, and murals.

Foot Patrolmen — Because it is the city's belief that the restoration of security in the neighborhood business districts is the first and most essential step towards revitalization, a footpatrol program for these areas was initiated in 1975 through the use of Community Development Funds. The presence of footpatrolmen in the business districts has had a very positive effect on the confidence of the businessmen as well as the neighborhood residents.

182 Tremont Street, 6th floor

The Mayor's Office of Public Service administers Boston's Little City Halls and the twenty four-hour complaint and information center.

The Little City Halls serve as complaint, referral, and information centers and provide a wide range of direct services to citizens. These services include consumer assistance, voter registration, and bill collections.

In addition, the Little City Hall manager works to coordinate city and community efforts to plan important neighborhood projects and to improve services to the neighborhoods.

O.P.S. Central also has a research and analysis component which assists the Little City Hall managers and the Mayor's staff.

182 Tremont Street, 11th floor

"The Businessman's Ombudsman"

One-Stop Business Service 617/725-3333

no longer exist
The One-Stop Business Service was created by Mayor Kevin H. White in 1970 to provide assistance to the small business interests in the City of Boston.

Since its inception, the department has helped to revitalize the neighborhood commercial centers and has functioned as a liaison between the small business community and the various city, state and federal agencies as well as serving as a conduit by which financial assistance may be obtained.

To stimulate economic development in the city, the department provides management counseling and market analysis and assists with site location for expansion and relocation. Further, small business firms utilize the department's services with regard to finance, planning and design.

The One-Stop Business Service coordinates and expedites the delivery to the small business community, of public services and public facility improvements and in obtaining licenses and permits from the appropriate city, state and federal agencies.

182 Tremont Street, Room 407

Police Department

617/247-4200

The Police Department is responsible for the prevention and investigation of crime, the apprehension of criminals, the maintenance of order, the enforcement of laws and statutes, the enhancement of the public safety, and the provision of other police and emergency services in the City of Boston. The department is also responsible for regulation of traffic in the downtown area, for responding to special traffic conditions throughout the city and for the compilation of information on accidents. The Community Relations Division maintains contacts with community groups and agencies throughout the city and guides and prepares community services and community relations programs and activities on a city-wide basis. The city is divided into thirteen Police Districts in each of which is a police building containing facilities for command officers and a force of men.

Headquarters, 154 Berkeley Street, Boston

Public Facilities

617/725-4930

The Public Facilities Department specifies the capital improvements projects to be undertaken by the city. The department plans, designs, puts out to bid, and awards construction contracts on all new city buildings. Public Facilities Department is also charged with alterations,

rehabilitation, modernization, and change in use of publicly owned structures, excluding streets, sidewalks, utilities, and the alteration and repair of school buildings. Public Facilities presently has under way and in planning a number of major construction projects which will enable the city to increase and better service the citizens of Boston. The department advertises weekly in the *City Record* for public bids on projects over \$2,000. Both general contractor and subcontractor bids are accepted.
City Hall, 8th floor, Room 812-816

Public Improvement Commission

617/725-4964

The Public Improvement Commission has the authority to layout, widen, relocate, alter, discontinue, or make specific repairs of highways; to name or rename public highways and private ways; to order the construction of sanitary sewers and storm drains; to permit the opening of private ways for public travel; to levy assessments for street, sidewalk, and sewer betterments; and to issue permits for the location of wire-carrying poles, conduits, pipes, tracks, and similar uses of the public ways.

The administrative functions of the commission include the processing of petitions, arranging public hearings, preparing estimates and orders relating to land damages and street and sewer betterments, preparing orders for the laying out, widening, etc., of streets and the construction of sewers, and for the granting of permits for use of public highways, erection of poles, signs, etc.

City Hall, 7th floor, Room 709

The Public Works Department is one of the municipal departments which shares the responsibility of keeping the city safe and clean. It also has supervision of all engineering questions and matters connected with public improvements in the City of Boston. The varied functions of the department are performed by its Central Office and three major divisions. These divisions implement the programs of maintenance and construction of highways, street lighting, snow removal, construction, sanitation, street cleaning, and garbage removal. The Central Office is divided into the Administrative, Maintenance and Permit branches.

Administrative functions that include personnel, payroll management, supplies, inventories, accounting and contracts are carried out by the Administrative Branch.

The Maintenance Branch cares for and controls all motor vehicles, real estate, and facilities of the Public Works Department.

The Permit Branch issues permits to open, occupy, and obstruct portions of streets, as well as water and sewer permits.

The Highway Division has charge of the construction and maintenance of all public streets, street cleaning, and the upkeep of street lights.

The Sanitary Division is responsible for the collection, removal and disposal of garbage and refuse.

Engineering services for the Public Works Department and other city departments are performed by the Engineering Division.

City Hall, 7th floor, Rooms 708-714

Purchasing Division Admin. Services Dept.

617/725-4564

The Purchasing Division, Administrative Services Department, has the responsibility for the purchasing or contracting for the purchase of all supplies needed in the operation of city government. This guide serves to acquaint present and potential suppliers with our policies and procedures, and to strengthen effective and ethical business relationships.

The city is interested in obtaining quality products, prompt delivery, the most value for the money, and at the same time maintaining a favorable relationship with vendors. To do this successfully the city must, by law, obtain competitive bids on all commodities and supplies to be purchased in amounts \$2,000 and over. This requires a list of responsible vendors who must be given an equal opportunity to compete for government purchasing.

The Purchasing Division maintains such a list of responsible bidders so that each classification of supplies, services, and equipment will have a choice of vendors to serve as a basis for competitive bidding. This allows the city to make the most advantageous purchase possible with the expectation that specifications and other pertinent criteria spelled out in the contract will be met. Notices of bids are mailed to the bidders whose names appear on the bidders list and are also publically advertised in the *City Record*. The potential bidder can then pick up the bid at the Purchasing Division.

The Purchasing Division is genuinely interested in finding new and more economical products which adequately fulfill the required function. The invitation to bid will list the items to be purchased, the quantity of each item, the delivery time, and the general specifications and instructions that must be adhered to by all buyers. The city will make an award based upon the

lowest bid submitted by a responsible bidder. Any questions about procedures or policies maybe addressed to the above address.

City Hall, Room 613

Real Property Department 617/725-4100

The Real Property Department has general responsibility for the care and disposal of property acquired for taxes and surplus real estate belonging to the City of Boston, and for the operation and maintenance of municipal and court buildings not assigned to a specific department. The department's activities are carried on by three divisions: Property Division, Buildings Division (city buildings), and Market Division.

The Property Division has the responsibility for the area care, custody and control, and management of all real estate belonging to the city which is not held by other departments for a specific municipal purpose. It also has the duty of providing off-street parking where necessary. The Real Property Department issues permits for the operation of off-street parking in city facilities.

The Buildings Division cares for and manages city buildings not held by specific city departments. These buildings include those used by municipal departments, the courts, federal draft boards, civilian defense, recruiting stations and other organizations.

The Market Division assigns stands in the public market area of Faneuil Hall Market, and rents stalls and cellars in the Faneuil Hall Market buildings for the sale of perishable merchandise, etc.

The Real Property Board has the care, custody, management and control of thousands of lots of land which come into the city's possession via the Land Court, as a result of nonpayment of taxes by previous owners.

The board publishes a listing of all the available parcels for sale, and there is a special method and manner by which the parcels can be acquired by private individuals. Under no circumstances can the board sell any property under its control at a private sale. The established method of acquisition is by public auction in order to expeditiously process the parcels sought by the public.

The preliminary step to be taken by an individual seeking to purchase a parcel of land is to file an application with the Real Property Department. The individual makes an initial offer directed to the attention of the Committee on Foreclosed Real Estate. The committee acts upon each application separately and establishes a minimum price that it will approve at public auction. The individual who made the offer is then notified that the committee has either accepted his offer as minimum price or that the committee has rejected the offer and has established a different minimum price than that offered. The public auction sale then takes place after a public notice is posted containing the minimum price established, as well as the place, date, and hour of the sale.

City Hall, 8th floor, Room 811

Traffic & Parking Dept.	617/725-4682
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The Traffic and Parking Department adopts regulations controlling the movement of vehicular and pedestrian street traffic on all public streets in Boston. It is also responsible for all parking regulations and for general pedestrian safety. The department erects and maintains all traffic signs and signals, street name signs, roadway markings, parking meters, and other traffic control devices.

The Traffic and Parking Department issues permits for loading zones, parades, open-air parking lots, and bus stops; and it is recommended that applicants contact the Traffic and Parking Department for information regarding the proper method of making application for these permits. It gives prior approval on permits for occupancy of roadways and for driveways for commercial businesses issued by the Public Works Department.

In addition, Traffic & Parking erects street cleaning and snow emergency signs for the Public Works Department according to their regulations and schedules. Enforcement of parking violations on Boston's downtown streets is carried out by a section of the Traffic & Parking staff known as Parking Meter Supervisors. The department also studies Boston's traffic and transportation needs and means of meeting them.

City Hall, 7th floor, Room 721

U.S. Small Business Administration

617/223-3224

The Small Business Administration is a permanent, independent government agency created by Congress in 1953 to encourage, assist and protect the interests of small business.

Congress has directed SBA to take the lead in identifying and analyzing small business problems, to be the voice and advocate of small business, to foster and coordinate research and organization of significant data and to initiate ideas and innovations that will widen opportunities for small business to get started and compete on an equitable basis.

The agency strives to carry out this mandate by insuring that small business concerns receive a fair

proportion of government purchases, contracts and subcontracts, as well as of the sales of government property; making loans to small business concerns, state and local development companies, and victims of floods or other catastrophes; licensing, regulating and lending to small business investment companies; improving the management skills of small business owners, potential owners and managers; and conducting studies of the economic environment.

150 Causeway Street, Boston MA.

Water & Sewer Commission

617/426-6046

The commission is a public agency that was formed in 1977 by the state legislature to take over the water and sewer functions of the Public Works Department of the City of Boston. According to law, it is headed by three commissioners appointed by the Mayor of Boston and subject to the approval of the City Council. The commissioners appoint an executive director who is responsible for the day-to-day management of the commission. As of January 1, 1978, all employees of the city's Public Works Department became employees of the Boston Water and Sewer Commission.

Under the commission, all water and sewer functions are now consolidated into one agency with one individual, the commission's executive director, responsible for its management. Within this agency are all administrative and operations functions; billing and collection; water and sewer maintenance; engineering; customer service; purchasing; etc. These functions are no longer spread out between many agencies as they were when they were part of the city's Public Works Department. The commission provides water and sewer services and fire service connections to the residents and businesses in the city.

The commission has instituted an extensive metering program enabling the commission to increase the amount of billable gallons and decrease the amount of water purchased from the MDC. The meter program is aimed at metering city-owned buildings, monitoring large industrial meters, solving inaccessibility problems, and replacing broken or under-registering meters.

The primary objectives of the Water and Sewer Commission are to minimize structural deterioration and long-term maintenance costs; to coordinate projects, based on federal and state mandate and funding to insure sufficient capacity; and to reduce pollution in areas serviced by the commission.

The major goal of the Boston Water and Sewer Commission is the revitalization of Boston's 2,500 mile water and sewer infrastructure.

0 Post Office Square, 7th floor, Boston Mass. 02109

Weights & Measures

Div. of Housing Insp.

617/725-4540/41

The Weights and Measures Division must give public notice annually to all businesses in Boston which use weighing and measuring devices for buying or selling merchandise, to bring them into the division to be tested and sealed. If businesses do not comply, the division staff will visit the places of businesses and determine whether these devices are in accordance with tests made.

In addition the division is charged with the enforcement of all laws relative to the licensing of hawkers, peddlers and transient vendors, the giving of insufficient weight or measure, the reweighing of coal, the inspection of certain containers as to size, shape and dimensions.

City Hall, 2nd floor, Room 204

Zoning Commission

617/722-4300, Ext. 311

The Zoning Commission has the power to adopt and amend the Zoning Code text and adopt any changes to the zoning district maps. Any property owner affected by a proposed change has the right to petition the Zoning Commission for a change in the zoning district or in the text regulations.

Applications for changes are made to the secretary of the Zoning Commission at the above accompanied by a check in the amount of \$100.00 made out to the City of Boston to cover the cost of the public hearing that is required.

The Zoning Commission staff is part of the Planning Department of the Boston Redevelopment Authority. It reviews any petitions for amendment and prepares recommendations to the BRA Board whose vote is transmitted to the Zoning Commission. After an amendment is adopted by the Zoning Commission, it is sent to the Mayor for his approval. If signed, it becomes effective immediately or within fifteen days without his signature. The vote of at least nine members of the eleven-member Zoning Commission is needed to pass the amendment over the Mayor's veto.

City Hall, 9th floor



Permit Application Procedure

39

Proper forms should be obtained from the Building Department.

Form BD3 or "short-form" application is designed to allow work to be done of an extremely minor non-structural nature not involving hazards to the public or to the occupants of the building. This work is limited to five hundred dollars (\$500) in the first district and one thousand dollars (\$1,000) elsewhere. This form is rarely used.

Form BD1 or BD2, the so-called "long-form" application, is for other than minor construction or alteration. Plans are required. Long-form applications must be typed. These applications necessarily take longer to be processed. The procedures are as follows:

1. Public Works Department (Room 709, City Hall) approval for sewer, water and street grade is required for new construction.

2. Fire Department approval is required for other than one- and two-family houses. The Fire Department enforces the provisions of the Fire Prevention Code. Approval is obtained from the Fire Prevention Division at 115 Southampton Street. Three sets of plans are required for approval, one of which will be left at the Fire Department.

3. The Building Department requires two sets of architectural and/or engineering plans with Fire Department approval and four plot plans certified by a Massachusetts registered land surveyor. With the plot plans a completed zoning computation Form BD534 must be submitted.

4. Plans must conform to the provisions of the Zoning Acts of 1 January 1965, as amended. Notification of non-conformance will be sent within approximately ten working days of filing. More complex buildings may take more time, simple designs less.

5. Plan examination follows zoning approval. Should the plan not conform to Building Law requirements, notification will be received from a plan examiner. Examination requires from ten to thirty working days, dependent upon the complexity of the plans.

6. The filer of plans which fail to conform either to Zoning or Building Law has the right to appeal to the Board of Appeal. The board will make its decision after a hearing. Access to the Board of Appeal is a right, but application must be made on the proper Form BD504 and within the stipulated period.

7. Should the plans meet all requirements of Zoning and Building Law, or the Board of Appeal give a favorable decision, a Building Permit will be issued upon the signing of the original application by the licensing mechanic who is to be in charge of the work. If more than four sheets of plans are a part of the application, no permit shall be issued until the applicant has filed his approved plans on the Building Department microfilm format.

8. In some cases Department of Public Safety approval may be required.

9. All fees are regulated by law and are subject to change.



Description of Permit Application Forms in Use. 41

FORM BD 1; BD 1A — Application for Permit to Erect a Building or Structure.

FORM BD 2; BD 2A — Application for Permit to Alter or Repair a Building or Structure.

FORM BD 3; — Application for Permit for Demolition, Ordinary Repairs, Minor Alterations Not Involving Vital Structural Changes, to Erect a Temporary Building or Locker, to Build a Foundation Only or to Move a Wooden Building.

FORM BD 7; — Application for Permission to Amend Plans

FORM BD 10; — Application for Permit to Do Plumbing or to Install Automatic Sprinklers, Standpipes and Other Fire Protective Appliances.

FORM BD 12; — Application for Permit to Install Automatic Sprinklers.

FORM BD 13; — Application for Permit to Do Gas Fitting and/or to Install Ovens, Furnaces, Steam Boilers, Engines, Dynamos, etc.

FORM BD 14; — Application for Permit to Install Gas Appliances and to Maintain the Same.

FORM BD 15; — Application for Permit to Install an Elevator or to Materially Change an Existing Elevator.

FORM BD 27; — Application for Permit to Perform Additional Electrical Work.

FORM BD 400; — Application to Build Foundation Only.

FORM BD 504; — Application to Board of Appeal Following Decision of the Building Commissioner.

FORM BD 534; — Zoning Computation Form Covering All New Buildings, Changes of Occupancy, Alterations, etc.

42 Sample Guide of Various Permit and License Forms

FORM BD 1



APPLICANT MUST USE TYPEWRITER
IN FILLING IN THIS APPLICATION

CITY OF BOSTON

APPLICATION TO THE BUILDING COMMISSIONER FOR PERMIT:—

To erect building or structure, under provisions of Chapter 802 of the

Certified street and number.....

Name of Owner.....Ad

Name of Architect or Engineer.....

Classification of building or structure — Pre-Code.....Post

Dimensions of building or structure — Front.....Right side

Height from sidewalk or mean grade to highest point of roof.....

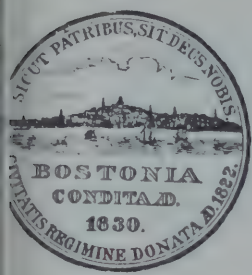
Dimensions Lot — Front.....Right side.....

Main stairs.....Back stairs.....Fire escapes.....

Material of — Foundation.....Floors.....

Roof construction.....Soil.....

Floors	1	2
Occupancy		
Number of persons accommodated		



APPLICANT MUST USE TYPEWRITER
IN FILLING IN THIS APPLICATION

CITY OF BOSTON

APPLICATION TO THE BUILDING COMMISSIONER FOR PERMIT:—

To erect building or structure, under provisions of Chapter 802 of the

Certified street and number.....

Name of Owner.....Ad

Name of Architect or Engineer.....

Classification of building or structure — Pre-Code.....Post

Dimensions of building or structure — Front.....Right side

Height from sidewalk or mean grade to highest point of roof.....

Dimensions Lot — Front.....Right side

Main stairs.....Back stairs.....Fire escapes...

Material of — Foundation.....Floors

Roof construction.....Soil

Floors	1	2
Occupancy		
Number of persons accommodated		
Designed live load		

FORM BD 2



**APPLICANT MUST USE TYPEWRITER
IN FILLING IN THIS APPLICATION**

CITY OF BOSTON

Application to the Building Commissioner for Permit

Description
of Present
Building

Location,.....Dis
Name of owner is?.....
Name of architect or engineer is?.....
Material of building is?.....Style of roof?
Size of building, feet front?.....; feet rear?
No. of feet in height from sidewalk to highest point of roof?
Thickness of external walls?.....

LEGAL OCCUPANCY OR USE (Applicant is not to

Front stairs?.....Back stairs?.....Fire escape?
Is building equipped with automatic sprinkler system?
Type of construction?.....
Building to be occupied for....

Description
of
Proposed
Extension

IF EXTENDED ON ANY S

Size of extension, No. of feet long?.....; No. of feet wid
No. of stories high?.....; style of roof?
Of what material will the extension be built?
How will the extension be occupied?.....

**GENERAL DESCRIPTION OF THE PROJ
(ALL STRUCTURAL, MECHANICAL, ELECT**



SYNOPSIS

CITY OF BOSTON

Location,.....District,
Name of owner is?.....
Name of architect or engineer is?.....
Material of building is?.....Style of roof?.....
Size of building, feet front?.....; feet rear?.....;
No. of feet in height from sidewalk to highest point of roof?.....
Thickness of external walls?.....

LEGAL OCCUPANCY OR USE (Applicant is not to fill in)

Front stairs?.....Back stairs?.....Fire escape?.....Co
Is building equipped with automatic sprinkler system?.....
Type of construction?.....
Building to be occupied for.....

IF EXTENDED ON ANY SIDE

Size of extension, No. of feet long?.....; No. of feet wide?
No. of stories high?.....; style of roof?.....
Of what material will the extension be built?
How will the extension be occupied?.....Type of

GENERAL DESCRIPTION OF THE PROPOSED
(ALL STRUCTURAL, MECHANICAL, ELECTRICAL)

FORM BD 3



CITY OF BOSTON — BUILDING DEPARTMENT

SPECIAL FORM APPLICATION No. for Permit for
Demolition, Ordinary Repairs & Minor Alterations Not Involving Vital Structural Changes

This form NOT TO BE USED for ADDITIONS or CHANGE OF OCCUPANCY

The undersigned hereby applies to the Building Commissioner for a permit to perform the work described herein:

DATE

Street and No.

Name of Owner Address

..... Zone Fir

Type of Construction Group Occupancy

Size of building, feet front; feet rear; feet deep

How is building NOW occupied?

Check all means of egress from this building:

Main stairs Back stairs Fire escapes Con. balconies

Is this work being done to remove Building Code violations? Yes

WORK TO REMOVE VIOLATIONS MUST BE COMMENCED FORTHWITH

Detail of proposed work — STATE EXACTLY WHAT WORK IS TO

.....
.....
.....
.....
.....
.....

Estim

The facts set forth in this application, and in the accompanying plans and specifications, made under penalty of perjury.

Address

.....
(Signature of Owner or Authorized Agent)

Phone

.....
(Signature of Licensed Builder or Wrecker)

.....
(Name of Licensed Builder or Wrecker)

(Address)

(Address)



APPLICATION FOR PERMISSION
TO AMEND PLANS

Boston,...

To the
BUILDING COMMISSIONER:

The undersigned applies for permission to amend plans on file of t
Location.....
Name of owner is?.....
Name of Architect is?.....
Material of building is?.....
What was the building last used for?.....
Building to be occupied for.....
Progress of work to date.....

DETAIL OF PROPOSED AMENDMENTS

.....
.....
.....
.....
.....
.....
.....
.....

Cost \$.....

*Signature of owner or author-
ized representative,*

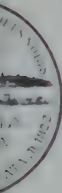
Address,

BUILDING DEPARTMENT – 808 CITY HALL
BOSTON, MASS. 02201

**ALL APPLICATIONS REQUIRED TO
BE SUBMITTED IN TRIPLICATE**

[illegible]

work hereafter performed must be tested by water pressure and
concealed piping must be approved, before being covered in.



Application for Permit to Install Automatic Sprinklers

To THE BUILDING COMMISSIONER:

The undersigned hereby applies for a permit to install.....
according to the following specifications:—

- 1. Location.....District.....
- 2. Name of Owner?.....Address.....
- 3. Name of Contractor?.....
- 4. Material of Building?.....New or Old?.....Type of Building:
- 5. What was the building last used for?.....
- 6. How many families?.....number of stores?
- 7. What is building to be occupied for?.....

NATURE OF PROPOSED INSTALLATION IN

	Wet	Dry	Other	
Sub-Bamt.				Service. High
Basement.				Size and 8
1st Story...				
2nd "				Number and Size
3rd "				(New or Exist
4th "				
5th "				
6th "				
7th "				
8th "				Alarm Dev
9th "				
10th "				
11th "				
12th "				
13th "				Describe fully Pumps, 7
14th "				
15th "				
16th "				
17th "				
18th "				

GAS FITTER MUST RECEIVE PERMIT
BEFORE COMMENCING WORK
APPLICATION FOR PERMIT
TO DO GAS FITTING



To the
BUILDING COMMISSIONER:

The undersigned hereby applies for a permit to perform gas fitting work according to
Location.....
Nearest cross street.....
Name of owner.....Add.....
Material of building.....New or ol.....
What was the building last used for?.....What is th.....

NATURE OF PROPOSED GAS F

Floor	Pipe Size	Electrolux	Cookers	Domestic Ranges	Hotel Ranges	Side Arm Water Heaters	Auto. Heaters	Observation Heater	Auto. Storage Heaters	Heating Boilers	Furnaces	Oil Pilots	Melting Pots
Basement.													
1st.....													
2nd.....													
3rd.....													
4th.....													
5th.....													
6th.....													
7th.....													
8th.....													
9th.....													
10th.....													

NOTE — Mark Below by X Whether
New Gas Fitting.....
Alterations in Gas Fitting.....
Replacement of Fixtures.....
Estimated Cost \$.....
SIGNATURE OF MASTER GAS FITTER.....
TELEPHONE No.....ADDRESS.....

NOTE.....
.....
.....



The undersigned applies for a permit to install gas-operated appliances and to maintain the same according to the following specifications:

Location.....	District.....	Ward.....	On what floor?.....
Name of owner is.....	Address.....		
Name of contractor is.....	Address.....		
Material of building.....	New or old.....	No. of families.....	Stores.....
What was building last used for?.....			
What is building to be occupied for?.....			
Is installation an entire job?..... or a Conversion to Gas Fuel?			
HOUSE HEATERS			
No. of Steam Boiler.....	Name.....	Purposes.....	Gas consumption..... per hour..
No. of Hot Water.....	Name.....	Purposes.....	Gas consumption..... per hour..
No. of Hot Air.....	Name.....	Purposes.....	Gas consumption..... per hour..
INDUSTRIAL APPLIANCES			
No. of Ovens.....	Type and purpose.....	Size of base.....	Weight..... Air space over..... under.
No. of Ranges.....	Type and purpose.....	Size of base.....	Weight..... Air space over..... under.
No. of Furnaces.....	Type and purpose.....	Size of base.....	Weight..... Air space over..... under.
No. of Power Boilers.....	Type and purpose.....	Size of base.....	Weight..... Air space over..... under.
BOILER OR FURNACE ROOM DATA			
Length.....	Width.....	Height.....	Material of floor..... No. of windows.....
No. of doors.....	Size of vent in door.....	Size of air intake.....	
CHIMNEY			
Material.....	Size of flue.....	Linting.....	Is a well with clean-out provided?.....
Is flue clean?.....	Is flue used for other purposes?.....		

FORM BD 15

Location, Ownership and Detail Must Be Correct,
and Legible. Application Required for
Plans Must Be Filed with This



Application for Permit to
Install Elevator. *Boston,*

To the
BUILDING COMMISSIONER:

The undersigned applies for a permit to install an elevator in the follow

Descrip- tion of Present Bldg.	Location.....	
	Name of owner is?.....	Addr
	Name of contractor is?.....	"
	Material of building is?.....	Style of roof?.....
	What was the building last used for?.....	
	Building occupied for?.....	No. of existing

DETAIL OF PROPOSE

Compu- tations.	Type of Elevator, Passenger, Freight, Dumb Waiter?.....		
	Machine overhead?.....	Machin	
	Weight of machine?.....lbs.	Diamet	
	Weight of car?.....lbs.	Capacit	
	Weight of machine counterweight?.....lbs.	Weight	
	Combined weight of cables?.....lbs.	Weight	
Shaft- ways.	Size of overhead beams.....	Numbe	
	New or existing shaftway?.....	Materi	
	Landing openings, No. of?.....	How pr	
	Doors, how locked?.....	Does el	
	Passageway under elevator?.....	If so, h	
	Overhead platform?.....	Isolated	
	Counterweight in shaftway?.....	Counter	
	Skylight?.....	Plain glass?.....	Screen
	Depth of pit?.....	Bumpers?.....	Project
	Bars at exterior of windows?.....	Power	



CITY OF BOSTON
APPLICATION FOR PERMIT TO
PERFORM ELECTRICAL WORK

The Building Commissioner, 808 City Hall,

The undersigned applies for a permit to do electrical work

.....
(Street and Number)

R.....
(Name of Owner)

What is the building to be occupied for?

Minimum Fee (if applicable)\$5.00

Service (amperage and voltage)amps.....volts

Water Loops.....\$2.00 each

Additional Work.....

.....
.....
.....
.....
.....

TOTAL

No.....



APPLICATION TO BUILD
FOUNDATION ONLY

BOSTON,.....19

Location

..... Ward.....

To the

BUILDING COMMISSIONER:

The undersigned applies for special permission to construct foundation only, subject to approval of plans, under such conditions as the Commissioner may specify in his permit.

Signature of owner or authorized representative.

Address

Licensed person in charge

Signature

Address

Lic. No.:..... Class.....

Expiration date.....

Approved

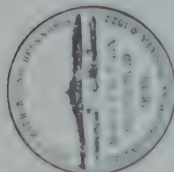
Chief Building Inspector.

Approved

Head C & S Insp. Div.

Approved

Deputy Building Commissioner.



THIS FORM TO BE TYPED AND FILED IN TRIPLICATE WITH THE
BUILDING DEPARTMENT

APPEAL

Boston, 19

TO THE BUILDING COMMISSIONER OF THE CITY OF BOSTON:

The undersigned hereby appeals to the Board of Appeal from the following decision
of the Building Commissioner made 19

FORM BD 534

**ZONING COMPUTATION FORM COVERING ALL NEW BUILDING
CHANGES OF OCCUPANCY, ALTERATIONS, ETC.**

- (1) USE ITEM: ARTICLE 8
- (2) DIMENSIONAL REQUIREMENTS: ARTICLE 13-1

ARTICLE AND SECTION		14-1	14-2	14-1 PLUS 14-2	14-3 14-4
		MIN. LOT SIZE	MIN. LOT AREA FOR ADDIT. DWELLING UNIT	TOTAL LOT SIZE	MIN. LOT WIDTH
ZONE	REQU'D BY CODE				
	EXISTING CONDITION				
	PROPOSED CONDITION				

GROSS FLOOR AREA: SECTION 2-1(21) F.A.R. = $\frac{\text{Gross Floor Area}}{\text{Lot Area}}$

Basement —

First Floor —

Second Floor —

Third Floor —

Total —

- (3) OFF-STREET PARKING: ARTICLE 23

Dwelling Units × factor = spaces (for houses, apartments,
or
Floor Area/factor = spaces (for offices, stores, factories, etc.)

Notes

Telephone Directory

<i>Air Pollution Control Commission</i>	617/725-441
<i>Assessing Department</i>	617/725-4296/9
<i>Beacon Hill Architectural Commission</i>	617/722-430
<i>Board of Appeal</i>	617/725-4475/447
<i>Board of Examiners</i>	617/725-477
<i>Boston Conservation Commission</i>	617/725-441
<i>Boston Consumers' Council</i>	617/725-332
<i>Boston Redevelopment Authority</i>	617/722-430
<i>Boston Rent Board</i>	617/725-393
<i>Building Department</i>	617/725-470
<i>Bureau of Milk and Licenses</i>	617/722-456
<i>City Clerk</i>	617/725-460
<i>City Council</i>	617/725-304
<i>Committee on Licenses</i>	617/725-460
<i>Economic Development and Industrial Corporation</i>	617/725-334
<i>Employment and Economic Policy Administration</i>	617/725-350
<i>Environmental Health Services</i>	617/722-456
<i>Fire Department</i>	617/442-800
<i>Health and Hospitals</i>	617/424-530
<i>Housing Inspection Department</i>	617/725-4787/88/8
<i>Human Rights</i>	617/725-441

Continued

<i>Law Department</i>	<i>617/725-4034</i>
<i>Licensing Board</i>	<i>617/725-4170</i>
<i>Licensing Division of the Mayor's Office</i>	<i>617/725-4165</i>
<i>Minority Business Office</i>	<i>617/725-3145</i>
<i>Neighborhood Business District Program</i>	<i>617/725-4430</i>
<i>Office of Public Service</i>	<i>617/725-3025</i>
<i>One-Stop Business Services</i>	<i>617/725-3333</i>
<i>Police Department</i>	<i>617/247-4200</i>
<i>Public Facilities Department</i>	<i>617/725-4930</i>
<i>Public Improvement Commission</i>	<i>617/725-4964</i>
<i>Public Works Department</i>	<i>617/725-4900</i>
<i>Purchasing Division</i>	<i>617/725-4564</i>
<i>Real Property Department</i>	<i>617/725-4100</i>
<i>Traffic and Parking Department</i>	<i>617/725-4682</i>
<i>U.S. Small Business Administration</i>	<i>617/223-3224</i>
<i>Water and Sewer Commission</i>	<i>617/426-6046</i>
<i>Weights and Measures</i>	<i>617/725-4540/41</i>
<i>Zoning Commission</i>	<i>617/722-4300/Ext. 311</i>
